

COMMUNITY DEVELOPMENT CORPORATION GRANT PROGRAM

FY 2004 Guidelines and Application

(This application covers the period of July 1, 2003 to June 30, 2004)

SPECIAL OPPORTUNITY GRANT



*“Building Communities for the Future
Piece by Piece”*



301 West High Street, Room 770
P.O. Box 118
Jefferson City, MO 65102
Phone: (573) 522-6155
E-mail: cdc@ded.state.mo.us
Internet: www.ecodev.state.mo.us

TABLE OF CONTENTS

Guidelines:

Introduction	2
Description of the Grant	3
How Does the CDCGP Review Process Works	3
What Selection Criteria Will My Application Be Based On?	4
What are the Eligibility Requirements of a CDC?	10
What Organizations Are Not Eligible to Apply to the CDCGP?	11
What Projects Can Be Funded by the CDCGP?	11
What Projects Cannot Be Funded by the CDCGP?	12
Technical Assistance	12
Completing the Budget Page/Budget Justification Page	15
Required Attachments	19
Preparing the Application	20
What Happens When the Final Decisions Are Made	21

Application:

Application Cover Sheet	23
Applicant Information	24
Economic Development Project Questions	25
Housing Development Project Questions	26
Human Services Project Questions	28
Outcomes Questions	29
Budget/Capacity Questions	30
Budget Page Form	31
Budget Justification Form	33
Signature Authorization Form	34
Attachment E Form	35
Attachment F Form	36
CDCGP Application Check list	37

INTRODUCTION

The Community Development Corporation Grant Program offers grants to Community Development Corporations to administer innovative and creative projects that are focused towards helping the underserved and hard to reach persons, i.e., low-to-moderate income level persons (*to view the income limits of what is considered low-to-moderate income for your area, please refer to the “Income Limits” document*). This booklet is written to supply you with information needed to understand the Community Development Corporation Grant Program, determine if this program will fit the needs of your project, determine if your organization is eligible, and provide assistance to complete the application. **The application must be received in the Department of Economic Development office by Tuesday, September 30, 2003.**

This is a competitive process. This program is designed to assist community development corporations to provide programs and services and become self-sufficient. This program is also designed to leverage projects and encourage additional funds. The Department expects the grant to be carried out as indicated in the application upon notification of award. The Department is looking for applications that effectively address the need for the project and the level of collaboration from not only partners involved but also, the involvement of the targeted community. There are three main components that must be addressed in the application:

- 1) Applications must specify how your project will benefit the patrons (**outcomes**);
- 2) Applications must define a level of performance for each outcome (**performance targets**);
- 3) Applications must list the essential steps necessary to reach the desired outcomes and how these accomplishments will be verified (**milestones**).

The Community Development Corporation Grant Program in this document will be referred to as **CDCGP**. The CDCGP seeks to fund those projects designed to encourage communities to work together to strategically redevelop economically depressed areas by developing affordable housing, providing vital social services, providing impetus for business development for minority and small businesses, eliminating blighted neighborhoods, creating jobs, and assisting in job placement/retention.

A Community Development Corporation will be referred to as **CDC**. A CDC, as defined in RsMO 135.400, subsection (3), is “*a not-for-profit corporation whose board of directors is composed of business, civic and community leaders, which organization’s primary purpose is to encourage and promote the industrial, economic, entrepreneurial, commercial and civic development or redevelopment of a community or area, including the provision of housing and community economic development projects that benefit low-income individuals and communities*”. The CDCGP recognizes those private nonprofit organizations that provide a holistic program to address the community’s needs: affordable housing, job development, commercial revitalization, and community organizing as CDCs.

Please carefully read all materials included in this booklet. If you have additional questions you may contact **Chris Gardner** at (573) 522-6155 or at cdc@ded.state.mo.us.

DESCRIPTION OF THE GRANT

The type of grant available for this round of funding is the special opportunity grant. The special opportunity grant is established for the purpose of providing funds to implement a specific project. This grant is also developed to finance administrative support to implement those projects; keeping in mind that those positions to be funded must be directly involved in carrying out the project. Otherwise, the positions will be ineligible and not considered for funding. Examples of expenses covered under the CDCGP are travel, equipment, office supplies, construction, acquisition, office space, contracts, and other costs to maintain daily operations. **The range amount for this grant is a minimum of \$20,000 and a maximum of \$75,000.**

HOW DOES THE CDCGP REVIEW PROCESS WORK?

When completing this application, it should be written in a manner that your organization is presenting the information for the first time. Don't assume that the person reviewing your application knows what your project is about. The Department of Economic Development is focusing on outcome-based funding. When you are answering questions in regards to 'targets' and 'milestones', think about how you would show success of your project in relation to funding, i.e., if you are funded, what documentation can you show that will support the accomplishments of your project. Applications received in this office will go through three phases:

1. **Initial Screening**- this will determine if the organization is eligible (organized as a Community Development Corporation) and the application is complete. This phase involves ensuring that all of the required attachments (noted) are included with the application. If not, the application is automatically disqualified.
2. **Individual Review**- the application is then reviewed by two of the members of the Review Team Committee. A rating system has been developed to determine if the application is complete and clear. If the application rates high enough, it will then go to the final phase.
3. **Committee Review**- the application will then be evaluated by a Review Committee based on the selection criteria that are listed in this booklet. At this point, if there are any applications that have the same rating score, there is a system developed to determine which application will be funded. Recommendations will then be made and finalized.

WHAT SELECTION CRITERIA WILL MY APPLICATION BE BASED ON?

Applications meeting the selection criteria and/or projects that were funded in previous rounds do not guarantee funding. The following criteria include the rating system that is used to determine which applications will be funded. This will be extremely useful to the applicant to assure that their application is clear and complete.

APPLICATION DEFICIENCY LIST

Part 1: Ineligible Deficiencies

The project is ineligible if any of the following items are not found in the application. See page 19 of the application guidelines for a detailed description of these items:

- ☐ Map of Project Area
- ☐ IRS Exemption Letter
- ☐ Articles of Incorporation
- ☐ Bylaws
- ☐ Current Members of the Board
- ☐ Letters of Commitment
- ☐ Previously funded project not closed out by the end of the fiscal year
- ☐ Previously funded project did not meet performance targets outlined in the proposal

Part 2: Application Format:

The following are list of deficiencies and the points associated with each. If any of the following items apply to the application submitted, the number of points indicated for each item will be deducted from the rating score.

Point Value	✓	Requirements
1		One copy of proposal submitted- the copy must be a good quality photocopy that is legible.
1		Proposal submitted in the correct format- no 3-ring hard cover binder, no colored paper, pitch size 12 or greater
3		Budget Page completed- may not be handwritten.
3		Budget Justification Page completed- may not be handwritten.
2		Other DED/CD Programs Budget Page included.
2		Required Attachments submitted on the forms provided- excluding Attachment A.

_____ SUB-TOTAL

Part 3: Application Content:

The following are list of deficiencies and the points associated with each. If any of the following items apply to the application submitted, the number of points indicated for each item will be deducted from the rating score.

Point Value	✓	Requirements
4		Project funded for 2 or more years.
4		Project indicates that more than 40% requested from the CDCGP is for salaries.
5		Project indicates that funds requested from the CDCGP are to fully fund the project.

_____ SUB-TOTAL

_____ **TOTAL POINTS TO BE DEDUCTED**

FY 2004 CDCGP SPECIAL OPPORTUNITY RATING FORM

ECONOMIC DEVELOPMENT PROJECT

Please review and rate the application according to the point system listed below. Fill out this form for the applications completed to address **ECONOMIC DEVELOPMENT PROJECTS**. The range of scoring is zero to five with “0” reflecting a poor score and “5” reflecting an excellent score.

1. Does the project fit the goals of the organization? Explain. _____ (0-5 pts.)
2. Does the project effectively address the needs of the community? Explain. _____ (0-5 pts.)
3. How involved is the community with the proposed project; in terms of generating ideas and implementing needed change? Explain. _____ (0-5 pts.)
4. How economically disadvantaged is the targeted population? _____ (0-5 pts.)
5. Are there strong partnerships involved to ensure the success of the project? Are the partnerships’ roles clear, with no apparent conflict of interest? Explain. _____ (0-5 pts.)
6. Is the training program feasible for the proposed project? I.e., does it provide the training necessary for the project to work? Explain. _____ (0-5 pts.)
7. Do you feel this project will make a major impact on the community? Explain. _____ (0-5 pts.)
8. Does the organization possess sufficient financial capacity to administer the project? Explain. _____ (0-5 pts.)
9. Does the organization possess sufficient organizational capacity to administer the project? Explain. _____ (0-5 pts.)

FY 2004 CDCGP SPECIAL OPPORTUNITY RATING FORM

HOUSING PROJECT

Please review and rate the application according to the point system listed below. Fill out this form for the applications completed to address **HOUSING PROJECTS**. The range of scoring is zero to five with “0” reflecting a poor score and “5” reflecting an excellent score.

1. Does the project fit the goals of the organization? Explain. _____ (0-5 pts.)
2. Does the project effectively address the needs of the community? Explain. _____ (0-5 pts.)
3. How involved is the community with the proposed project; in terms of generating ideas and implementing needed change? Explain. _____ (0-5 pts.)
4. How economically disadvantaged is the targeted population? _____ (0-5 pts.)
5. Are there strong partnerships involved to ensure the success of the project? Are the partnerships' roles clear, with no apparent conflict of interest? Explain. _____ (0-5 pts.)
6. Is the cost to the customer affordable? Has the organization provided a way to assist the customer to pay rent/mortgage? Explain. _____ (0-5 pts.)
7. Do you feel this project will make a major impact on the community? Explain. _____ (0-5 pts.)
8. Does the organization possess sufficient financial capacity to administer the project? Explain. _____ (0-5 pts.)
9. Does the organization possess sufficient organizational capacity to administer the project? Explain. _____ (0-5 pts.)

FY 2004 CDCGP SPECIAL OPPORTUNITY RATING FORM

HUMAN SERVICES PROJECT

Please review and rate the application according to the point system listed below. Fill out this form for the applications completed to address **HUMAN SERVICES PROJECTS**. The range of scoring is zero to five with “0” reflecting a poor score and “5” reflecting an excellent score.

1. Does the project fit the goals of the organization? Explain. _____ (0-5 pts.)
2. Does the project effectively address the needs of the community? _____ (0-5 pts.)
3. How involved is the community with the proposed project in terms of generating ideas and implementing needed change? Explain. _____ (0-5 pts.)
4. How economically disadvantaged is the targeted population? _____ (0-5 pts.)
5. Are there strong partnerships involved to ensure the success of the project? Are the partnerships’ roles clear, with no apparent conflict of interest? _____ (0-5 pts.)
6. Do you feel this project will make a major impact on the community? Explain. _____ (0-5 pts.)
7. What is the level of need for the organization to provide its services to the community? _____ (0-5 pts.)
8. Does the organization possess sufficient financial capacity to administer the project? Explain. _____ (0-5 pts.)
9. Does the organization possess sufficient organizational capacity to administer the project? Explain. _____ (0-5 pts.)

FY 2004 CDCGP SPECIAL OPPORTUNITY RATING FORM

Committee Review

The range of scoring is zero to five with “0” reflecting a poor score and “5” reflecting an excellent score.

NEW PROJECTS

Community Involvement - indicates the interest of the community and willingness to either access services or assist in implementing the project. _____ (0-5 pts.)

Project Readiness - indicates that upon notification of award, the organization will be prepared to begin implementing the project or has already begun implementing the project.
_____ (0-5 pts.)

Commitment of Key Stakeholders - indicates strong partnerships with individuals/organizations either in the community or “outside” of the community to ensure the project will be successful and/or completed. _____ (0-5 pts.)

Needs of the Community - indicates that the organization has established a sound relationship with the community and the project will address their needs effectively. _____ (0-5 pts.)

PREVIOUSLY FUNDED PROJECTS

Overall Progress - according to the projected outcomes, how successful was the organization?
_____ (0-5 pts.)

Performance - did the organization make all possible attempts to successfully complete the project even with unforeseen barriers and meet the measurable outcomes of the project?
_____ (0-5 pts.)

Other Resources Developed - has the organization increased other sources of funding to sustain the project? Has the organization’s request for funds decreased, increased, or stayed the same?
_____ (0-5 pts.)

Continued Need - has the organization clearly demonstrated a continuing need for the CDCGP to award funding for another grant cycle? Can the organization survive without the CDCGP?
_____ (0-5 pts.)

Self-Sufficiency - has the organization shown any potential to maintain the program without CDCGP funds?
_____ (0-5 pts.)

FY 2004 CDCGP RATING FORM/DECIDING FACTORS

In the event that two or more applications receive the same rating score, the following criteria will apply. Check the answer that applies with a ✓:

Need for the CDCGP Grant: This is based on how economically disadvantaged the target community is. Can the project be implemented without CDCGP funds?

- _____ (1 pt.)/Targeted
- _____ (2 pts.)/Distressed
- _____ (3 pts.)Targeted & Distressed
- _____ (1 pt.)/Enterprise Zone

Leveraging: This is based on what the percentage of additional funds (not CDCGP funds) is committed to the project as it relates to the total project cost. For example, American CDC has a total project cost of \$100,000 but has \$30,000 of additional funding going towards the project- 30%.

- _____ (1 pt.)/0 – 25% additional funding provided to project
- _____ (2 pts.)/26% - 50% additional funding provided to project
- _____ (3 pts.)51% - 75% additional funding provided to project
- _____ (4 pt.)/76% - 99% additional funding provided to project

Outcomes Produced: This is based on the actual number of outcomes an organization can realistically produce according to the proposed project. Does the organization realistically have the resources to do it? Does the project make sense for the organization?

- _____ (1 pt.)/**Poor**; organization's ability to provide services is unclear, and other organizations could do a better job of providing them; no background of previous projects given; no communication with customers regarding their needs apparent; no understanding of outcomes process.
- _____ (2 pts.)/**Below Average**; organization lacks ability to fully deliver services; little experience with similar projects; appears to have little communication with customers, assumes services are needed; significant weaknesses with little improvement; little understanding of outcomes processes.
- _____ (3 pts.)/**Average**; organization can provide services, but does not differentiate from similar organizations; has some experience with similar projects but is extending itself somewhat; community involvement is mentioned but responsiveness is unclear; has weaknesses but improvement upon them is lacking; has basic understanding of outcomes process.
- _____ (4 pts.)/**Above Average**; organization is capable of providing services on a par with other organizations; has good experience with similar projects; appears to communicate with customers regarding services and molds programs with their input; identifies weaknesses and corrects them; understands outcomes process.
- _____ (5 pts.)/**Exceptional**; organization is extremely capable of carrying out the project, clearly ahead of other organizations; strong history of similar projects; strong focus on customer service, serves customers' needs as defined by them; shows capacity to turn adversity into positive outcomes, learns from mistakes; complete grasp of outcomes process.

_____ **GRAND TOTAL**

WHAT ARE THE ELIGIBILITY REQUIREMENTS OF A CDC?

Please review the eligibility requirements listed below. Note that only those applications meeting the following criteria will be considered for funding from this program. The Department suggests that you take the time to carefully determine if your organization qualifies before expending the energy necessary to apply for a grant. If you do not meet all of these requirements, most likely you will not be eligible for this program. If you are not sure, call the contact person listed in this booklet.

To participate in the CDCGP, applicants must maintain the following:

- Private, nonprofit, community-based organization.
- 501(c)(3) designated/be granted tax-exempt status by the IRS.
- A recognized community development corporation as defined by RsMO 135.400, subsection (3) and according to the definition outlined by the Department of Economic Development. *(refer to page 2 for definition)*
- A community-based organization whose commitment to improving community economic development is stated in their purpose of the articles of incorporation and bylaws.
- The majority of the members of the governing body of the CDC must reside in the CDC's area of geographic focus or own and operate a business in the area. It must be a locally controlled Board of Directors who assumes all administrative responsibility.
- The principal aims of the CDC must be to encourage and promote the industrial, economic, entrepreneurial, commercial and civic development or redevelopment of a community or area, including the provision of housing and community economic development projects that benefit low and moderate income individuals and communities.
- Faith-based CDCs qualify if the following conditions are met- 1) one church or one person does not have the authority to appoint more than half of the Board of Directors; 2) customers who wish to participate in the program offered by the faith-based CDC are not required to participate in worship services or activities; 3) the faith-based CDC is incorporated under the provisions of Chapter 355 RSMo separately from the church, and holds a 501(c)(3) ruling from the IRS separate from the church.

WHAT ORGANIZATIONS ARE NOT ELIGIBLE TO APPLY TO THE CDCGP?

- Main Street organizations
- Units of government (political subdivisions, quasi-governments) and affiliated organizations under their direct supervision or control (ex., authority to appoint 51% of the Board)
- Community Action Agencies that are not incorporated as a CDC (i.e., not a certified CHDO)
- Primary health care facilities
- Organizations with IRS rulings other than 501(c)(3)
- Partisan organizations
- Organizations that do not meet the full requirements of a CDC (e.g., if an organization only provides childcare or only provides job training those organizations do not encompass all of the requirements outlined on page 2 will not be considered a CDC.

WHAT PROJECTS CAN BE FUNDED BY THE CDCGP?

A project, as defined in RsMO 135.400, subsection (11), is *“any commercial or industrial business or other economic development activity undertaken in a target area, designed to reduce conditions of blight, unemployment or widespread reliance on public assistance which creates permanent primary employment opportunities”*. A project can include economic development activities, housing development, and human services programs.

ECONOMIC DEVELOPMENT PROJECTS

Job Creation

A project that creates wage paying jobs for those individuals who cannot otherwise obtain employment on their own and/or are experiencing long spells of joblessness due to heavy reliance on public assistance, criminal records, “unemployable,” etc.

Microenterprise Development

A micro enterprise development project is one that can significantly benefit the revitalization or redevelopment of a targeted area. This is accomplished by funding a financing program for small and/or minority businesses. The financing program must focus on the start-up, expansion, or creation of new businesses.

HOUSING PROJECTS

New Construction/Rehabilitation

The project must be able to provide safe, decent, and affordable housing to low-to-moderate income persons. This includes new construction and rehabilitation of existing structures.

HUMAN SERVICES PROJECTS

Job Training/Placement

A job training/placement project is one that can provide the underemployed and unemployed with the educational and life skills (obtain G.E.D., workforce development/preparation, and skills building) necessary to secure beneficial employment and improve their quality of life.

WHAT PROJECTS CANNOT BE FUNDED BY THE CDCGP?

- Direct grants to homeowners
- Direct grants to private businesses
- Monuments or memorials
- Long-term residential care and nursing home facilities
- Contributions/Donations
- Fixed and/or permanent improvements owned or maintained by a governmental entity
- Food pantries
- Primary healthcare programs (day-to-day operations of a hospital and/or medical treatment or care)
- Endowment funds

TECHNICAL ASSISTANCE

The following explanations are provided to help answer questions related to measurable outcomes. Use the definitions/examples to answer the application questions that apply. Answers should reflect a well thought out plan.

Key Stakeholders

Capacity: For each key stakeholder, name at least three (3) skills/points of knowledge that describes how the key stakeholder will contribute to achieving the outcomes of your project. The level of skill/knowledge does not necessarily reflect the amount of time worked in a position. Résumés will not be accepted to answer this question.

Commitment: Commitment can be described in one of two ways: 1) Do the key stakeholders have a personal investment in the success of the project? 2) Do they have a commitment to stay with the project until it is completed or for a specified amount of time?

Project Outcomes

Project outcomes are the priority areas identified by your organization that will benefit your targeted patrons.

Examples:

- a. Increase the number of families that have safe, decent affordable housing.
- b. Increase the number of persons obtaining a job.
- c. Increase the number of minority businesses in the community.

Performance Targets

Performance targets identify the level of performance you wish to achieve in each project outcome you have identified. Performance targets should also reflect how your targeted patrons would benefit from your project.

Examples:

- a. The affordable housing single-family units will be rehabbed by June 30, 2004. Once the units are rehabbed, 30 families in “Our Neighborhood” will have safe, decent affordable housing and spend less than 25% of their monthly income on rent.
- b. Of the 100 families targeted in “Our Neighborhood” that will receive job services through our organization, 20 families will increase their household income by 15%.
- c. The number of minority businesses located in “Our Neighborhood” will increase from 10 to 15 by June 30, 2001.

Project Verification

Verification of performance targets includes all the tools used to evaluate the success of your project.

Examples:

- a. Housing- surveys, property valuation figures from assessor’s office.
- b. Job Training- pre and post tests, employment records.
- c. Entrepreneurial Development- number of leases acquired to house businesses.

Project Milestones

Milestones are based on the participant’s efforts/activities. Milestones are the essential steps that define what your targeted patrons must do to successfully complete your project. First, list each step that must occur in order for the project to generate the targets listed. Second, for each step, determine the level of participation required or other important variables that may effect achievement of your performance targets. Include a timeline explaining when each milestone will begin and end. The following tables are intended to be examples. You are not required to use this format. You may list and describe the milestones in the format that best suits your project as long as it is easily understood.

Example 1:

Performance Target: Of the 100 persons who will enroll in the job-training program, 50 persons will obtain a job.

MILESTONES	QTR. 1	QTR. 2	QTR. 3	QTR. 4
Participants are screened	200			
Participants enroll in program	100			
Participants complete first part of course (life skills training)		65		
Participants complete second part of course (interviewing, résumé writing)			60	
Participants search for employment			60	
Participants obtain a job				50

Example 2:

Performance Target: A youth activity center will be constructed and equipped by June 30, 2004 that will allow 65 low-income youth in the target area who will obtain their GED.

MILESTONES	NUMBER NEEDED	QUARTER	TIMELINE
Construction: Acquire property			By June 30, 2003
Site Preparation Completed			By August 21, 2003
Construction of youth activity center completed			Sept. 1, 2003 – April 30, 2004
Programming: Learn of youth activity center	150	1	By June 1, 2004
Youth take pre test to determine level of education/Enroll in program	100	1	By August 31, 2004
Youth attend GED classes Youth attend life skills training	75	1,2,3,4	Weekly Sept. 1, 2003 – April 30, 2004
Youth take exam for GED	70	4	By May 30, 2004
Youth obtain GED	65	4	By June 30, 2004

Quarters are divided as such:

- **Quarter 1:** July 1 – September 30
- **Quarter 2:** October 1 – December 31
- **Quarter 3:** January 1 – March 31
- **Quarter 4:** April 1 – June 30

COMPLETING THE BUDGET PAGE/BUDGET JUSTIFICATION PAGE

Budget Page/Budget Justification Page- The Budget Page shows the Reviewers the total amount of grant monies the organization is requesting from the CDCGP. It also gives a breakdown of where the money will be applied in terms of budget line items. The spreadsheet allows the Reviewers to take an at-a-glance look of how other additional sources of funding will be contributing to the proposed project.

The Budget Justification Page is a tool to show in detail how the organization came up with the estimated figures and if these costs are reasonable for the proposed project.

You must use the forms provided. Round all figures to the nearest dollar. Also, be sure that on the Budget Page you fill in the name of the source that you are receiving funds and/or tax credits for your project. Even if you are receiving tax credits and/or grants from other Department of Economic Development programs, you are still required to include a copy of the budget page for those programs. Make additional copies of the budget pages as needed.

An example of the Budget Justification Page is shown on page 18. Be sure to itemize all costs included in your proposed budget total. The example is not inclusive for each project type but is provided to show the detail required on this form.

Budget Category: The categories in these lines were chosen as a broad-spectrum of expenses that nonprofit organizations generally incur for daily operations. During the Committee Review phase, the Review Team will screen the items in this column for suitability and may contact you to negotiate actual dollar amounts should any items appear unreasonable. The items must be allowable CDCGP expenses in order to be funded. If you are not sure if you have an allowable expense, call the contact person listed in this booklet.

- **Salaries/Fringe** – Enter the amount for the full and part-time staff that will be assigned to this project. Amounts should be pro-rated to reflect the approximate percentage of time devoted to the project. This does not include overtime or bonuses. **The amount of salaries that an organization can apply to the CDCGP for can ONLY be 40% of the total grant amount request.** For example, if you are requesting \$50,000, only \$20,000 can make up the salaries/fringe benefits portion of the grant ($\$50,000 \times 40\% = \$20,000$).
- **Office Rent (Building Lease)** – Enter the amount needed for the rental or lease of all facilities needed during your CDCGP project period. These costs should be comparable to the prevailing space costs in the community or geographic area in which you are located.
- ***Equipment** – Enter the amount needed for the purchase, lease, or rental of equipment, furnishings, and other related items that will be used in the proposed CDCGP project. Please use reasonable and current costs in your area to determine the amount requested.

- **Office Supplies** – Enter the amount needed for all expendable supplies to be used during the project period. Items such as paper clips, paper, pens, etc... should be calculated at a reasonable use at cost per year. Please use a separate figure for any unusually large supply needs that relate to carrying out the project.
- **Postage** – Enter the amount needed for the cost of postage including special delivery mail, certified mail, and special packaging that directly relates to carrying out the project.
- **Telephone/Fax** – Enter the amount needed for the cost of telephone expenses and expenses to fax that directly relate to carrying out the project.
- **Staff Training** – Enter the amount needed for the cost of the training, conference or workshop to be attended during the project period. These costs should include travel expenses such as meals, airline ticket, etc. Please use reasonable costs to determine the amount requested. If you need meal per Diems or a cost estimation for in state or out-of-state, please call (573) 522-6155.
- **Staff Travel** – Enter the amount needed for the cost of travel required to conduct business locally and out-of-town (within the State of Missouri). Mileage rates should be reasonable in comparison to the State's mileage rate which is \$.31/mile. Mileage should directly relate to the nature of the CDCGP project.
- ***Printing/Public Relations** – Enter the amount needed for the cost to produce documents, brochures, media publications, etc. to implement the project. Please use reasonable and current costs in your area to determine the amount requested.
- **Insurance** – Enter the amount needed for the cost to provide necessary coverage to implement the project to its fullest capacity. For example, if you are rehabbing a building into a business incubator and need to insure the building against possible liability claims or employing people other than staff (ex., target residents) to do construction on houses and need insurance for worker's compensation.
- ***Contracts** – Enter the amount that will be used for paid services that are not compatible with hiring of a full or part-time staff person. This includes accounting, consulting, legal fees, auditing, architectural, engineering and other costs needed to implement the project. *Only the cost to do an audit for the CDCGP project is acceptable. Also, any consultant who charges a fee to write and submit an application to this office is not an eligible expense under this program.*
- ***Construction** – Enter the amount needed to complete the new construction, expansion and/or renovation of a building/house. These expenses include but are not limited to engineering, design/architectural design, inspections, and other related professional services. All construction cost figures should be reasonable and based on prevailing costs in your community or geographic area. Please provide an

estimate of cost per square foot and a brief description of the facility.

- **Property Acquisition** – Enter the amount needed to acquire the land and/or structures required to complete your CDCGP project. These expenses include but are not limited to environmental scans, inspections, and other related expenses. The appraisal must be submitted before funds are released. These costs should be based on current appraisals of the best estimates of property available at the time your application is completed.
- **Other** – Enter the amount needed in this category for such expenses as stipends, materials needed for the project not listed in the categories above, demolition, etc.

* *Please note that if funded, the Grantee/Project Administrator shall obtain at least three bids for purchases exceeding \$3,000 but with a cost of less than \$20,000. Purchases exceeding \$20,000 must be advertised and written with sealed bids taken.*

BUDGET JUSTIFICATION EXAMPLE

CDC BUDGET JUSTIFICATION	
CDC BUDGET LINE ITEM/CATEGORY AND COST BREAKDOWN	TOTAL AMOUNT (round all figures to the nearest dollar)
Salaries/Fringe: Executive Director \$40,000/year 20% x 1 year = \$8,000 Community Organizer \$28,000/year 100% x 1 year = \$28,000	\$36,000
Office Rent (Building Lease): Facility leased at \$900/month x 6 months = \$5,400 (Received donations for other 6 months. See budget page)	\$5,400
Equipment: 1 Copier = \$10,000 3 Computers w/ printers at \$2,000 each = \$6,000	\$16,000
Office Supplies: 1 case of pens (approx. 100); 1 case of pencils (approx. 100); paper, file folders, highlighters, etc.	\$2,000
Printing/Public Relations: 4,000 flyers at \$.75/each = \$3,000 3 PSAs at \$50/each = \$150	\$3,150
Telephone/Fax/Internet: Telephone costs approx. \$200/mo. x 12 mos. = \$2,400 Internet at \$25/month x 12 mos. = \$300	\$2,700
TOTAL PROPOSED BUDGET	\$65,250
NOTE: This is a proposed budget for projects seeking funding through the CDCGP. If your project receives a grant award, this will be your approved budget. The Department of Economic Development, Community Development Corporation Grant Program must approve all budget revisions in writing before funds are expended for line items other than those listed above.	

REQUIRED ATTACHMENTS

➤ ***Attachment A: Map of Project Area***

The map should be sufficient in detail to clearly show the boundaries of the area your organization serves, as well as the geographic location of your office headquarters (show street or road), and the location of specific project activities (show street and road) that will be undertaken. You may enclose actual marked city maps, and/or excerpts from any other maps that would provide sufficient detail, depending on the geographic scope of your project. The map may be **handwritten** if necessary.

➤ ***Attachment B: IRS Exemption Letter***

A copy of your organization's tax-exempt ruling under Section 501(c)(3) of the Internal Revenue Code must be submitted. If your organization has a pending 501(c)(3) application, you must provide a letter indicating such and designate another 501(c)(3) organization to serve as your fiscal agent. This organization will receive the funds to be administered for the proposed project and be responsible for all required reports in the event that you are approved for funding. Failure to do so will result in the disqualification of your application.

➤ ***Attachment C: Articles of Incorporation***

A copy of your organization's articles of incorporation must be submitted. The purposes listed in the Articles of Incorporation should reference improvement or focus on stabilization to a community's economic development or community development. This includes workforce development, affordable housing, business development, etc. The organization must be incorporated in the State of Missouri and be in good standing with the Secretary of State when applying to this program.

➤ ***Attachment D: Bylaws***

A copy of your organization's bylaws must be submitted. The purposes listed in the bylaws should reference improvement or focus on stabilization to a community's economic development or community development. This includes workforce development, affordable housing, business development, etc.

➤ ***Attachment E: Current Members of the Board***

This list must include all individuals who are currently serving as members of your Board of Directors. The following information must show for each individual: name, home address, day phone, occupation, position on the Board, and whether or not the individual is a resident and/or business owner in the project area. Make copies for additional pages as needed.

➤ ***Attachment F: Letters of Commitment***

Evidence of support must include a Local Government Endorsement from your city alderman, mayor, county official, state representative, or state senator. You must submit at least one letter of support from one of the individuals listed above. **This letter MUST be included with the application when submitted to this office.**

All applicants must provide written evidence of support from any other agencies, organizations, institutions, or community people whose cooperation is required to carry out the project.

You will also be required to submit a letter of commitment from other organizations, agencies, or institutions who are providing funding or in-kind contributions to ensure the success of your project. All letters must indicate what specific support the organization, agency, or institution will provide towards your project. The other sources of funding and/or in-kind support must cover the fiscal year of the project, which is July 1, 2003 to June 30, 2004. If this information is not outlined in the letter, it will not be considered a letter of commitment.

All letters must be dated after **January 1, 2003**. Any letters written before this date will not be considered.

PREPARING THE APPLICATION

When making the final preparations to send in the application please keep a copy of the application and attachments for your own records. A checklist has been provided to ensure that you submit all required items. An organization may submit only **one application** for this current round of funding. **The application must be received in this office no later than Tuesday, September 30, 2003. Any applications received after this time will not be accepted. It is strongly suggested that your application be sent via express or certified mail to ensure receipt. Technical assistance will not be provided on the closing date of September 30, 2003.** The following information will also assist you in submitting a competitive application:

Acceptable:

- Applications must either be typewritten or computer-generated. Please use the forms provided to assemble your information. **Handwritten copies will not be accepted.** This applies to the Budget Page and Attachments B through F. If you would like the application sent to you via e-mail, you may do so by sending a request to cdc@ded.state.mo.us or you can print a hard copy of these documents from the website at <http://www.ded.state.mo.us/communities/communitydevelopment/cdc/grant/>.
-
- All attachments should be clearly labeled and placed in the proper sequence (beginning with Attachment A) at the end of the application.
- Submit **one original and one copy** of each project application to the following address:
Missouri Department of Economic Development
Attn: Community Development Corporation Program
301 West High Street, Room 770
PO Box 118
Jefferson City, MO 65102

- Staples, binder clips or three-ring folders must bind the original application and the copy. Do not submit the application and copy in a three-ring hard cover binder.
- State the number of the question and the actual question before each answer that is written. Please keep all of the application items in the proper sequence (according to the booklet).

Unacceptable:

- Facsimile copies and e-mails of the application will not be accepted.
- Hand delivered applications will not be accepted. Applications must be mailed to the address listed.
- Do not use pitch smaller than 12 point.
- Do not use paper other than 8 ½ x 11 white to answer the questions.
- Letters of commitment must accompany the application. They may not be faxed in separately from the application. **All required attachments must be included with the application. If not, the application is automatically disqualified.**

WHAT HAPPENS WHEN THE FINAL DECISIONS ARE MADE?

1. If your organization is not approved for funding, the Department will notify the organization by letter. At that time, the official status of the application will be “Denied.”
2. If your organization is approved for funding, the Department will notify the organization by letter. The Department will then submit an Official Agreement that is to be completed by the administering agency. No CDCGP grants are officially allocated for projects until the CDCGP Agreement has been signed by the administering agency and the Department. The CDCGP Agreement will discuss the official terms under which the project is to be administered, evaluated, and completed. The Department will refer to this document of explicit definitions and explanations to conduct site visits. The CDCGP Agreement will explain terms and conditions of grant payments to the administering agency. If the CDCGP Agreement or any other information required by the Department **is not received within 30 days of notification of approval, it will be understood that the organization forfeits the grant.**
3. When an application has been approved as a CDCGP project, the following terminology will be used in reference to the status of the project:
 - Pending- the application has been selected for approval, but the administering agency and the Department have not signed the CDCGP Agreement.
 - Open Project- the CDCGP Agreement has been signed by the administering agency and the Department but has not met the targets or expended the CDCGP funds.

- Administratively Closed- the administering agency has completed their performance targets and expended their CDCGP budget, but have not completed and reported the final audit/final project evaluation.
 - Closed- the administering agency has reported their final audit/final project evaluation and the Department has deemed it 'complete'.
4. Performance targets must be met and **CDCGP funds must be expended by the close of the state fiscal year the grant is awarded (June 30).**
 5. Administering agencies of a special opportunity grant will be responsible for submitting project evaluations at least every 90 days from the time they are opened, until the close of the project.
 6. Applicants who have a complaint concerning the status of their application shall file their complaint with the Director of Community Development, PO Box 118, Jefferson City, MO 65102.
 7. A final project evaluation will be required after the project has been administratively closed.